



Job Posting - Library Page

Job duties and qualifications:

- Requires excellent interpersonal and customer service skills.
- Thorough knowledge of digital media and resources.
- Knowledge of library environment and processes preferred.
- Good working knowledge of computers and Office software.
- Ability to assist and instruct in the use of electronic materials, resources, and equipment.
- Issue and receive library books and other materials.
- Sort and reshelve books and other library materials.
- Assist library users in accessing library materials and online resources, and in making interlibrary loans.

Approximately 8 hours per week. Evening and Saturday shifts

Deadline for submitting a cover letter and resume – Sept. 21, 2023

Crystal Alcock, Head Librarian/CEO | Kenora Public Library

24 Main Street South, Kenora, ON P9N 1S7

Fax – 807-467-2085 | Email – cralcock@kenora.ca

Please be advised, the Kenora Public Library may use email to communicate with applicants. Please provide an up-to-date email with your resume.

Only those that submit full documentation, cover letter and resume, will be considered for an interview. The documentation submitted must provide concrete examples that illustrate how they meet the education and experience factors listed in the Qualifications.

We wish to thank all applicants but advise that only those selected for an interview will be contacted. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.